



REQUEST FOR INFORMATION (RFI)

East Lake Community Park Mobile Concessions

RFI Number: 14-0408 **Contracting Officer:** Sandra Rogers
Issue Date: October 15, 2013 **Response Date/Time:** November 6, 2013

Request for Information (RFI)

An RFI is an informal written document prepared and issued for the purpose of seeking information, comments, or reactions from licensed vendors regarding a specific or general issue or concern. A RFI may be used during the market research phase of an acquisition to assist the County in identifying potential proposers, approaches, general pricing estimates, or other relevant information. The RFI is intended to identify and select an initial pool of qualified vendors for inclusion in the spot-bidding process for mobile concession services at East Lake Community Park.

Designated Procurement Representative

Responses to, and questions concerning any portion of, this RFI shall be directed in writing to the below named individual who shall be the official point of contact for this Request for Information.

Sandra Rogers, CPPB, Contracting Officer
Lake County BCC
Office of Procurement Services
315 W. Main Street, Room 441
PO BOX 7800
Tavares, FL 32778-7800

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Fax : 352.343.9473
E-mail: srogers@lakecountyfl.gov

RFI Background, Purpose and Response Process

East Lake Community Park which is located at 24809 Wallick Rd. Sorrento, FL 32776 covers approximately 33 acres and currently contains one soccer field, two multi-purpose fields, two little league fields, two softball fields, one baseball field and an extensive limestone walking path. Parking for up to 83 vehicles is included at the site. At this time there are two concession areas established. One is located at the football/soccer fields, and the second is located at the softball/baseball fields (see attached drawing). The mobile concession stand shall provide hand washing stations. Hours of Operation: The concessions shall be open during scheduled events.

Events may be scheduled at any time the park is open (Monday – Sunday 7:00 AM through 8:00 PM). Event schedules will be provided to the selected vendor(s) as far in advance as possible.

Vendors may propose additional concession areas within the Park during the course of the contract period.

General Requirement Overview:

1. Maintenance:

- Operator is responsible for keeping the various concessions areas neat, clean and in good repair.
- Operator is responsible for regularly bussing the seating area, and the clean-up of spills.
- Operator is responsible for removing concession-related refuse to the dumpster daily.
- Operator is responsible for continued daily maintenance of the food preparation area.
- The operator will not allow boxes, cartons, barrels or other similar items to be in the view of the public.
- Evaluation of maintenance compliance will be at the County's sole discretion. If found to be in default, the County will issue a letter of non-compliance. The Operator will have two (2) working hours to correct non-compliance items involving public safety, and two (2) working days to correct non-compliance items of an administrative nature. If not corrected within those time frames, Operator will be considered in breach of the contract.

2. Employee Standards:

- The operator will ensure a party fully responsible for all operations is on-site for all hours of operation.
- Service will be courteous and friendly.
- The operator will recruit, train, supervise and direct its employees and have the number of employees to match the work requirements.
- Every employee will be clean and well groomed and be professional and friendly to the public. Each employee will have the required health examinations before employment at the various concessions.
- Employees shall be required to wear t-shirt or dress shirt with company name.

3. Menu and Pricing

- **Operator shall submit sample priced menu with response to County.**
- Operator should be willing to experiment with various menus to determine what works best in each venue.
- Operator is to charge reasonable prices for all food and beverages. The County reserves the right to review and approve the menu, as well as the prices to make sure they are fair and reasonable.

4. Food Quality:

Only the highest quality of food and drinks are to be sold in the concessions including but not limited to:

- Coffee: Ground on demand from whole beans from a quality roaster and competitive in quality for a balance of flavor, body, aroma, and acidity.
- Beans for espresso: Appropriate for industry-recognized professional espresso use.
- Coffee beans: Roasted on demand and valve packaged; unopened packages used within two months, opened packages used within 10 days
- Butter, milk and milk products: USDA Grade A
- Pastries: Fresh daily from a quality baker

4. Menu Profile:

An acceptable menu may include:

- Coffee, tea, and all general soft drinks.
- Hot dogs and hamburgers
- French fries
- Chips, snacks, cookies
- Ice creams and yogurt
- Milk Shakes
- Pastries
- Bottled Water , Milk, and bottle juices (non-staining)
- Fruit
- Various soups, salads, and sandwiches

5. Miscellaneous Requirements

- Baking, deep frying or other intensive food preparation will be allowed in the mobile concessions, but vendors are advised that any specific cooking equipment or infrastructure and any related permits in this regard are the responsibility of the vendor. As indicated elsewhere in this document, there are no existing utilities (water or electricity) at the park. It is the responsibility of the vendor to supply self-contained water and gas/electrical service as required to support the food products and cooking equipment used by the vendor during all hours of operation. All self-contained utility services shall be provided in a manner that ensures provision of fresh or wholesome food products during all hours of operation. The vendor will be responsible for any claims or violations associated with their provision of food products.
- Food and drink may be consumed in designated areas of the park. These areas are subject to change by the County.
- Vendor is responsible for proper disposal of grease related to the cooking function.
- Vendor will be required to have a fire extinguisher.
- It is the responsibility of the vendor to supply self-contained water and electrical service is available to support the equipment intended to operate at location.

- THERE WILL BE NO SALE OR DISPENSING OF ALCOHOLIC BEVERAGES, TOBACCO PRODUCTS, OR ANY OTHER ITEM THAT IS NOT IN CONSONANCE WITH GENERAL COMMUNITY STANDARDS.
- **THERE ARE NO UTILITIES AT THIS PARK**

B. Designated Responsibilities

The County will provide:

- Handicapped accessibility
- Public port a let facilities in the park
- Exterior seating for consumption of food

Concession operator will be responsible for:

- Providing, installing and maintaining all necessary professional equipment for the service bar and food preparation area to include furnishings, necessary display items, and appliances.
- Adequate concession inventory and supplies
- Concession signage/menu boards and any lighted signs

C. Design Guidelines:

In addition, the operator must adhere to these guidelines:

- The equipment and its placement are important visual elements of the overall design and appearance of the service bar. Careful attention is to be given to each piece of equipment and how the public views it.
- Wood grain or other simulated material finishes are not permitted on equipment.
- Natural metal, glass or porcelain finishes are acceptable equipment finishes.
- All equipment is subject to County approval.
- Structures such as canopies and sneeze guards are not acceptable.
- Signage/menus boards and any lighted signs are subject to County approval.
- No signs, whatsoever, including advertising signs, shall be erected or permitted upon the premises.

D. Special Conditions:

The mobile concession stand will not be left overnight. Vendor assumes all responsibility for damages to County property during mobilization and demobilization from East Lake Community Park.

Attachment 1 - Specific Technical and Administrative Requirements

Vendor Information: _____
Vendor Representative: _____
Vendor Address: _____

Vendor Phone Number: _____
Alternate Phone Number: _____
Vendor Email Address: _____
Vendor Signature: _____

Specific Requirements

Requirement 1

In additional to providing the information below, the vendor shall complete the attached “Work Reference” form in sufficient form to enable the County to determine the adequacy of the vendor’s performance record. Vendors may provide additional references by completing additional copies of the form. Vendors are requested to provide a copy of each license described below with the initial response.

- 1. Years of experience:
- 2. Licenses currently held by the responding vendor:

Description	License Number	Expiration Date
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Describe the approach the vendor will take to ensure a sustainable and profitable operation:

Attachment 2 - Proposed Menu

[illegible]

Attachment 3 – Work References

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	

Agency	
Address	
City,State,ZIP	
Contact Person	
Telephone	
Date(s) of Service	
Type of Service	
Comments:	